**CHASS HR Services**

**Professional Track Faculty Hiring Proposal Request Form**

**(Upload form along with required Applicant Tracking spreadsheet to CPAWS)**

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| **Candidate’s First Name** | Click here to enter text | **Candidate’s Last Name** | Click here to enter text |
| **Posting Number**  | Click here to enter text | **Position Number** | Click here to enter text |
| **Rank** | Select an item. | **Department**  | Select an item |
| **Anticipated Start Date** | Click enter a date | **Requested Salary Range***(must be within posted range)* | Click to enter text |
| **Requested FTE (.225-1.0)** | Click here to enter text |
| **Does the candidate meet the minimum educational requirements listed on the posting?**Select an item.*If no, department should obtain approval from the Provost’s Office following the* [*alternative credentials process*](https://chass.ncsu.edu/intranet/wp-content/uploads/sites/6/2024/02/Alternative-Credentials-Process.pdf) *before submitting the Hiring Proposal Request.**If alternative credentials have been approved, department should attach approval to CPAWS request.* |
| **Posting Status** | Select an item | **To submit the hiring proposal, the Applicant Tracking spreadsheet must be attached with the second tab complete. Is this attached?**[ ] Yes |

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| **Comments/Additional Information** |
| Enter Text |